

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CRP-421

For: State and County Offices

Conservation Reserve Program (CRP) Software Information

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Purpose

This notice informs State and County Offices:

- of situations that can cause to be locked-out of CRP contract processing and how to handle the situation
- that County Release No. 495 contains:
 - software to allow continuous signup 25 approved contracts to be entered in the system
 - updated text for the Notification of Contract Expiration letter.

Disposal Date

May 1, 2003

Distribution

State Offices; State Offices relay to County Offices

2 Option Lock-out

A

Background

County Offices can be locked-out of options on Conservation - CRP Contract File Menu EPCA00. When an option is selected, and the message, "This option cannot be done now", is displayed, the user is locked-out. Any of the following reasons can cause options on Menu EPCA00 to be locked-out.

Number	Reason	Example
1	<p>Multiple users attempt to process CRP options at the same time. That is, 1 user is already processing an option, and another user attempts to access an option. The user attempting to access the option will receive the error message.</p> <p>Note: This situation only occurs with options that update CRP files; report options are not involved.</p>	<ul style="list-style-type: none"> User A is processing the special corrections option. User B tries to access the option to add a contract. User B will receive the following message, "This option cannot be done now" and will not be allowed access to the option until User A has finished processing the special corrections option. User A is processing the special corrections option. User B tries to print a report. The second user will be allowed to print the report.
2	Power failure occurs while CRP contract processing is in progress.	
3	User cancels a CRP job at the system console.	
4	User exits out of CRP contract processing on the AS 400 incorrectly.	The user clicks the "X" in the upper right corner of the window while still processing a CRP option.

If a lock-out occurs because of reason number:

- 1, the user receiving the error message will be able to access the selected option after the other user finishes processing
- 2, 3, or 4, the option cannot be accessed until assistance is provided to unlock it.

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2 Options Lock-out (Continued)

B

Preventive Action

To prevent being locked-out of CRP contract processing because of reason numbers 3 and 4 in subparagraph A:

- do **not**:
 - cancel CRP jobs at the system console
 - click on the “X” in the upper right corner of the window while signed on to the AS 400
- always exit CRP and all other applications correctly, by using:
 - the command keys available at the bottom of the screen

Examples: Cmd3 = Previous Menu, Cmd7= End

- other exit options available on menus or screens.

Examples: Option 20, “Return to Application Primary Menu”, Option 24, “Sign Off”.

Another means of prevention is to set a message in the AS 400 to remind the user that the session will end every time the “X” in the upper right corner of the window is selected. Set the message according to the following table.

Step	Action	Result
1	From any window in an AS 400 processing session, CLICK “File”.	A drop down box will be displayed.
2	CLICK “Exit Options”.	The exit options available will be displayed.
3	Select “Confirm on Exit Selection” and CLICK “OK”.	<p>The exit options box will be removed.</p> <p>Notes: Other options may be selected also. However, the option to “Confirm on Exit Selection” must be selected for the reminder to be displayed every time the “X” in the upper right corner of the window is selected.</p> <p>The reminder will only be displayed for AS 400 processing. It will not be displayed for other applications, such as Microsoft Word.</p>

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2 Option Lock-out (Continued)

B

Preventive Action (Continued)

The result of setting the reminder is that every time the “X” in the upper right corner of the window is selected, a box will appear on the screen with the message, “This will end the session”. The user must CLICK “OK” or “Cancel”.

If the user is within a CRP processing option and mistakenly selects “X”, the message appears. The appropriate action is to CLICK “Cancel” to return to the session and exit properly. This will prevent the option from being locked-out.

C

Corrective Action

If a lock-out occurs because of reasons 2, 3, or 4 in subparagraph A, contact the Kansas City Help Desk through normal channels. The Help Desk will provide assistance to unlock the CRP software.

3 Continuous Signup 25 Contracts

A

Software Availability

After County Release No. 495 is installed, software will be available for County Offices to record CRP-1 approvals for continuous signup 25. Eligible program years for signup 25 are 2003 and 2004.

County Offices must record CRP-1 approvals in the system as approvals are made to ensure that all records are kept up-to-date.

4 Updated Notification of Contract Expiration Letter

A

Updated Letter

County Release No. 495 includes the updated Notification of Contract Expiration letter.

Note: The updated Notification of Contract Expiration letter was also included in Information Bulletin No. 2467 (Revised), on September 26, 2002.

The updates include the following:

- the second paragraph, second sentence has been changed to the following:

“Any bases, allotments, or quotas that were not preserved under CRP provisions will be returned to the farm for future use”

- the last sentence has been deleted.

Note: County Release No. 495 shall be installed before processing Notification of Contract Expiration letters.
